

Contents

Choose a Multipedia help topic from the icons below:



Screen Layout



Click on any part of the screen for an explanation of Multipedia's features:



Title Bar

The Title Bar is the top of your Multipedia window. The Title Bar contains the standard Windows⁹ menu items.

Gallery Instaview

Gallery Instaview is a fast way to find photos, videos and other media elements available in Multipedia. Click on the Gallery Instaview bar to reveal a list of available media elements. Then, click on the title of an entry to view it.

Topic Instaview

Topic Instaview is a quick index to Multipedia topics. Click on the Topic Instaview bar to reveal a hierarchical list of all of Multipedia's topics and subtopics, and their associated entries. Then, click on the title of an entry to view it.

Help Desk

Help Desk opens a pull-down menu from which you can change many desktop settings, view the online help and run the Tour Guide.

Index View

Index View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view.

Search View

Search View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Using Search View, you can search for entries which contain specific words and phrases.

Media View

Media View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. When you choose Media View, the Browser adjusts to show only those entries which contain media items. This list can be further adjusted by clicking on the media icons which appear above the Browser when Media View is active.

Book View

Book View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Book View to display a hierarchical list of the contents of a single book.

Subject View

Subject View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Subject View to see entries in the Browser list divided by subject and category.

Project View

Project View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser list. Choose Project View to assemble a customized Browser list for use in a user-created project. With Project View, you can also create reports, timelines and slide shows.

Follow-Me Box

Type in any word or phrase here and your location in the Browser changes accordingly to highlight the closest matching entry. This is done while you type, following you letter by letter.

Browser

The Browser is a scrolling, alphabetical list of topics. Click on the Browser to choose a topic and display the associated entries.

Library

The Library is a scrolling list of all the books available through Multipedia. Use the Library to customize the list of active books.

Library Expand Button

Use the Library Expand Button to minimize the Library to a single bar at the bottom of the screen, or expand it to its previous size.

Book Spine Bar

The Book Spine Bar displays the title of the current book. Click on the Book Spine Bar to look at other books that include entries related to the current topic.

Content Window Expand Button

The Content Window Expand Button enlarges the Content Window for easier reading. Clicking on the Expand Button again returns the Content Window to its former size.

Previous (Control Bar)

The Previous Entry Button allows you to see the previous entry in the current book.

Next (Control Bar)

The Next Entry Button allows you to see the next entry in the current book.

Copy (Control Bar)

The Copy Button allows you to copy text or pictures to the clipboard.

Print (Control Bar)

The Print Button allows you to print text or pictures.

Outline (Control Bar)

The Outline Button converts book entries into outline format for easy skimming. Click on the Outline Button again to redisplay the entire entry.

Marked (Control Bar)

The Marked Button creates "bookmarks" that make it easy to return quickly to any Multipedia entry.

Links (Control Bar)

The Links Button displays a pull-down menu of all the hyperlinks in the currently displayed entry. Hyperlinks allow you to jump directly to another associated entry.

Book (Control Bar)

The Book Button displays a menu of all the Multipedia books which contain entries about the current subject. Click on a book to see the entry.

Recent (Control Bar)

The Recent button displays a pull-down menu of the entries the user viewed most recently.

Entry Title Bar

The Entry Title Bar displays the title of the current entry.

Media Icons

The Media Icons summarize the media elements (photographs, videos, etc.) which are available for the current entry.

Content Window

The Content Window displays the text of the current entry.

Media Window

The Media Window is where media elements are displayed.

Media Play/Stop Button

Click on the Media Play/Stop Button to play or stop a video.

Media Shuttle Bar

The Shuttle Bar advances to show the progression of a video, animation, sound clip or morphing body. Drag the Shuttle Bar from left to right to fast-forward.

Media Magnifying Glass

Click on the Media Magnifying Glass to enlarge the photograph in the Media Window.

Content Window Scroll Bar

Use the Content Window Scroll Bar to scroll through the text of an entry.

Multipedia Books, a Summary



Eight complete reference books are available on Multipedia.
For information about a particular book, click on its book icon.

**Webster's Medical
Dictionary**

**Columbia Home
Medical Guide**

**Hutchinson
Dictionary of Science**

**Henry Holt
World History**

**Hutchinson Guide
to the World**

**Oxford Dictionary
of Art**

**Oxford Dictionary
of Music**

**Barron's Business
and Finance**

**Ballantine's
Law Dictionary**

**Webster's Word
Histories**

**Dictionary of
Slang**

**Dictionary of
Computer Terms**

**French-English
Dictionary**

**Spanish-English
Dictionary**

**Italian-English
Dictionary**

**German-English
Dictionary**

Webster's Medical Dictionary

The Webster's Medical Dictionary contains over 30,000 entries from all standard medical branches, as well as from a wide range of newer fields including AIDS research, biochemistry and physiology, health care, medical procedures, nutrition, pharmacology, pregnancy and contraception, geriatrics. The entries and the definitions are derived from an exhaustive medical reading program which examined current usage and required 20th century documentation for inclusion. Since many of the terms used in medicine today are named for their discoverers or inventors, the Medical Dictionary also includes thumbnail biographies of these scientists and doctors.

Webster's Word Histories

The Webster's Word Histories is a reference work for people who love words. The book includes discussions of the derivation of 1500 English words, distinguished by their unusual and fascinating origins and evolution. Many of the discussions refer to other attempts, successful and otherwise, to define the etymologies of these terms. Wherever possible, Word Histories cites the person responsible for coining the word, as well as the language or languages from which it came.

Hutchinson's Guide to the World

The Hutchinson's Guide to the World contains 6000 entries regarding countries, regions, cities and towns and bodies of water. Entries for countries include geographical, demographic and economic information, as well as important historical data. 350 maps provide additional information on countries and their divisions. In most cases, cities are cited which have a population of over 250,000, but many smaller cities of special interest also appear. 200 humorous, enlightening and striking quotations are interspersed among the entries.

The Oxford Dictionary of Music

The Oxford Dictionary of Music, written and edited by Michael Kennedy, music critic of the Sunday Telegraph, has 12,500 entries, including 5000 biographies of composers, conductors, performers, producers, designers and scholars. In addition, the Dictionary provides definitions and descriptions of musical terminology, classes of instruments, specific compositions and a wide range of musical concepts, including foreign language usage. This is a scholarly reference book vital for anyone interested in classical as well as popular music.

Holt's World History

Holt's World History, by Bruce Wetterau, provides short, concise descriptions of 10,000 important people, places and events from human history since ancient times to today. In addition to political history, included here are entries from the history of science, business, art, society and literature. 130 chronologies of major nations, empires and conflicts provide basic data in a highly organized format.

Columbia's Complete Home Medical Guide

Columbia's Complete Home Medical Guide is a treasure house of practical information for the layman on a wide variety of medical subjects. It is composed of descriptive articles concerning the health care system, the elements of good health, symptoms and diagnosis, first aid, treatment and prevention of diseases and the proper use of medications. The wealth of diagrams, charts and illustrations enables the lay reader to understand the clearly written text fully and makes this an extremely useful tool.

21st Century Dictionary of Slang

The 21st Century Dictionary of Slang includes 5000 idioms and phrases from the world of popular language. Each term or expression is defined and provided with an example of usage. In addition, the word or words are classified regarding their parts of speech and category of origin and use. Every entry, whether it be "classic" slang or the latest phrase of the smallest sub-culture, is provided with an example of proper usage. The entries represent the latest in jargon from the world of computers to the streets, from the language of teens to the parlance of Wall Street and many other American contexts.

Barron's Dictionary of Finance and Investment Terms

Barron's Dictionary of Finance and Investment Terms is an up-to-date compilation of 5000 terms from the fields of investment, including stocks and bonds, banking and mutual funds, consumer and corporate finance and taxation. Produced by figures located at the heart of the financial world, Barron's Dictionary provides information essential for dealing with the economic trends of the coming years.

21st Century Dictionary of Computer Terms

The 21st Century Dictionary of Computer Terms defines 3000 terms from the world of computers. Generally used acronyms and abbreviations appear along side standard terminology regarding hardware, programs, accessories, languages and organizations. The Dictionary includes a wealth of slang from the field and nomenclature specific to both IBM and Macintosh computers.

The Oxford Dictionary of Art

The Oxford Dictionary of Art is an extremely useful and engaging compendium of 3000 entries on painting, sculpture, drawing and the applied arts. It covers the history of art from the 5th century BC and includes broad coverage of styles, techniques, materials and schools as well as artists, patrons, famous collectors and art historians. Major museums and art galleries can also be found within the pages of this both scholarly and readable work.

Hutchinson's Dictionary of Science

Hutchinson's Dictionary of Science is composed of over 5000 entries dealing with classic concepts and phenomena as well as the latest inventions and discoveries of science. The term science itself is interpreted broadly, so that we find here descriptions and definitions regarding agriculture, archaeology, communications and transportation together with matters from the fields of chemistry, biology, earth science, physics, geology and many others. In addition to the standard items, Hutchinson's Dictionary of Science includes a wealth of chronologies, quotations, puzzles and dissertations on discoveries that have changed history.

Ballentine's Dictionary of Law

Over 10,000 legal terms are found in Ballentine's Dictionary of Law: Legal Assistant Edition. They are provided with easy to use guides to pronunciation, examples of usage and cross-referencing of similar and related terms. In addition, the Dictionary includes references to landmark cases, federal agencies and statutes, abbreviations and acronyms.

The Bilingual Dictionary Series

The Bilingual Dictionary Series offers the convenience of translation in two directions, allowing you to look up words from English to French, Italian, German, and Spanish or if you prefer, from the selected foreign language into English. With thousands of entries, concise definitions, and an easy to use pronunciation guide, the Bilingual Dictionary Series is a unique aid to translation work, foreign language study or occasional desk reference.

Choosing a View



You can use Multipedia in any one of six different views: [Index](#), [Search](#), [Media](#), [Book](#), [Subject](#) and [Project](#). By choosing a view, you instantly configure Multipedia's vast database in the format that is most helpful to you.

INDEX	MEDIA	SEARCH
BOOK	SUBJECT	PROJECT

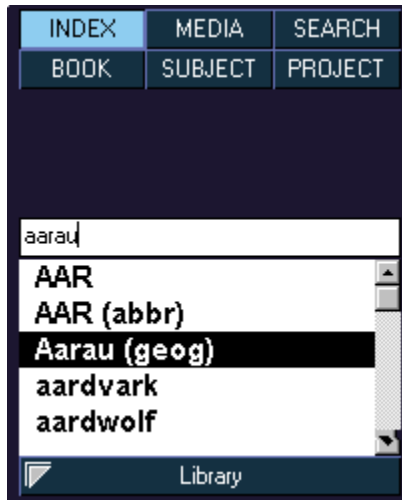
To choose a view:

- Click on one of the six View Selection Buttons.

The six Multipedia views are summarized below:

- Index View:** In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view, which is chosen automatically whenever you open Multipedia.
- Media View:** Media View customizes the [Browser](#) to show only the Multipedia entries that include photos, videos, sound clips, animations, maps, morphing body or media albums.
- Search View:** With Search View, you can search for entries that include specific words and phrases.
- Book View:** With Book View you have access to the entire work, including its prefaces, indexes, and explanatory notes.
- Subject View:** Choose Subject view to quickly search through all of Multipedia's entries by subject, and display entries in the [Content Window](#).
- Project View:** Project View allows you to organize your research into easily-retrievable Projects containing all related articles. Using Project View you can also generate timelines and reports.

Index View



Index View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser. In Index View, every Multipedia entry appears in the Browser list in alphabetical order. Index view is the default view, which is chosen automatically whenever you open Multipedia.

To choose Index View if it is not already active:

- Click on the Index Button just above the [Browser Control area](#).

Viewing a entry

Topics may appear in more than one book. Multipedia makes it easy to see which books contain an entry on your topic.

To view a list of the books which contain your topic:

- Click on a topic in the [Browser](#). A menu appears, listing the books which include an entry on the topic.

To choose a book to view when a topic appears in more than one book:

- Click on a topic in the Browser and select a book from the pop-up menu of available books and click on it. The entry from the book you've selected is displayed in the [Content Window](#).

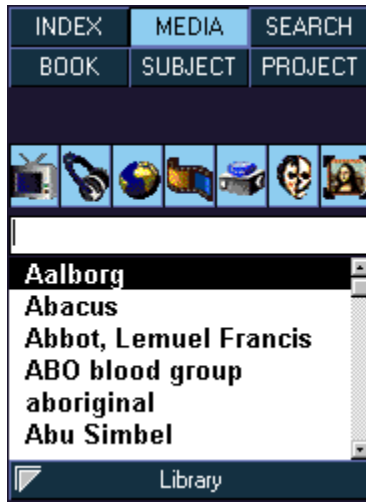
To display an entry directly:

- Double-click on the topic in the Browser.

If your topic appears in more than one of the books in Multipedia, the Content Window displays the first available entry, according to a standard default order. The default order for displaying entries in Multipedia is:

1. Columbia's Complete Home Medical Guide
2. Webster's Medical Dictionary
3. Hutchinson's Dictionary of Science
4. Holt's World History
5. Oxford Dictionary of Art
6. Oxford Dictionary of Music
7. Ballentine's Dictionary of Law
8. Barron's Dictionary of Business and Finance
9. Hutchinson's Guide to the World
10. The 21st Century Dictionary of Computer Terms
11. Webster's Word Histories
12. The 21st Century Dictionary of Slang
13. Spanish Bilingual Dictionary
14. French Bilingual Dictionary
15. Italian Bilingual Dictionary
16. German Bilingual Dictionary
17. [SmartLink books](#)

Media View



Media View customizes the [Browser](#) to show only the Multipedia entries that include photos, videos, sound clips, animations, maps, morphing body or media albums. When you choose Media View, icons appears in the [Browser Control Area](#). By clicking on one or more of these [icons](#), you can filter the list of entries in the Browser to focus on only the kind of media elements you wish to see.

To activate Media View:

- Click on Media in the Browser Control Area. The Browser list adjusts to show only those entries that include one or more media elements.

To filter the types of media elements displayed in the Browser:

- Click on one or more icons in the Browser Control Area. Clicking on an icon switches it off. This means that if you click on the sound icon, all the entries which contain sound clips are deleted from the Browser list.

To redisplay the entries, click on the icon again.

To view a list of the media elements associated with an entry:

- Single-click on the entry in the Browser list. A pop-up menu appears, listing the entry's media elements. A label next to each media element caption indicates the type of media it opens.

To display a particular media element:

- Single-click on the media element caption in the pop-up menu.

or:

- Double-click on the entry title in the Browser list. The entry is displayed in the [Content Window](#). If there is more than one media element associated with the chosen entry, the default media element is displayed.

Note: Multipedia displays entries and media elements according to a set default order. If an entry appears in more than one book, double-clicking on the Browser list automatically displays the first default book. Similarly, if there is more than one media element associated with an entry, double-clicking on the Browser causes the default media element to be displayed.

Search View



Search View is one of Multipedia's six customized views, designed to let you decide how entries should be displayed in the Browser. With Search View, you can search for entries that include specific words and phrases. You can perform a Concise Search (described here), or an [Expanded Search](#).

To perform a concise search:

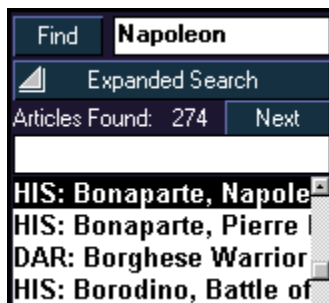
1. Click the Search Button to choose [Search View](#). The following fields appear in the [Browser Control Area](#):



2. Type a word or phrase into the search request field.
3. Click on the Find Button, or press Enter on the keyboard.

Note: Multipedia will not allow you to search for very frequently used words such as “and” and “to”.

The [Browser](#) lists all the Multipedia entries which contain the word, or the contiguous words of the phrase, by which you searched. The list of entries appears in the following format:



Each entry that appears in the Browser is preceded by a three-character code. The code indicates the book in which the entry appears. The Multipedia book codes are:

COM: The 21st Century Dictionary of Computer Terms
DAR: Oxford Dictionary of Art

E-F:	English-French Dictionary
E-G:	English-German Dictionary
E-I:	English-Italian Dictionary
E-S:	English-Spanish Dictionary
F-E:	French-English Dictionary
FIN:	Barron's Dictionary of Business and Finance
G-E:	German-English Dictionary
GUI:	Hutchinson's Guide to the World
HIS:	Holt's World History
HMD:	Columbia's Complete Home Medical Guide
I-E:	Italian-English Dictionary
LAW:	Ballentine's Dictionary of Law
MED:	Webster's Medical Desk Dictionary
MUS:	Oxford Dictionary of Music
SCI:	Hutchinson's Dictionary of Science
S-E:	Spanish-English Dictionary
SLA:	The 21st Century Dictionary of Slang
WOR:	Webster's Word Histories

To view an entry:

- Click on the entry in the Browser. The entry opens in the [Content Window](#) with the word you searched for highlighted in purple.

When displaying an article with more than one occurrence of the word you searched for, click on the Next button directly over the Browser to highlight the next word in the article.

Searching for a Topic



There are a number of different ways you can search for a topic using Multipedia. For specific information, see the help subjects below:

- For general information about displaying and choosing topics, see [The Browser](#).
- For limiting your search to a specific book or books, see [The Library](#).
- To search through the Table of Contents of a specific book, see [Book View](#).
- To search for a topic by subject category, see [Subject View](#) and [Topic Instaview](#).
- To search for a topic using a keyword or phrase see [Search View](#) and [Expanded Search](#).

Expanded Search



Multipedia allows you to search for entries which include specific words and phrases. You can perform an Expanded Search (described here), or a [Concise Search](#).

To perform an expanded search:

1. Click the Search Button to choose Search View, then click on "Expanded Search." The [Browser Control Area](#) now looks like this:

INDEX	MEDIA	SEARCH
BOOK	SUBJECT	PROJECT
Find		
And		
And		
And		
<input type="checkbox"/> Search Previous Results		
<input type="checkbox"/> Concise Search		
Articles Found:		Next

In Expanded Search, you have three additional search request fields. By clicking repeatedly, you can cycle through each of three Boolean search commands: AND, OR, or BUT NOT.

2. Type words or phrases into the text entry fields. In Expanded Search, you can enter up to four different search request texts.
3. Click on the Boolean search fields to define the relationship between the search request texts. For example, you might enter the following:

Find	Apple
And	Tree
Or	Golden Delicious
But Not	Adam's

When you execute this search, Multipedia finds:

- All entries that include both the word Apple AND the word Tree, and
- All entries that include the phrase Golden Delicious (whether or not Apple and Tree also appear).

Multipedia disqualifies:

- All entries that include the word Adam's.

Note: Multipedia will not allow you to search for very frequently used words such as “and” and “to”.

If you like, you can perform a search on only those entries which currently appear in the Browser as the result of a previous search.

To limit the expanded search to the entries currently displayed in the Browser:

- Click the Search Previous Results Checkbox.

To perform the search:

- Click Find, or press the Enter key on the keyboard.

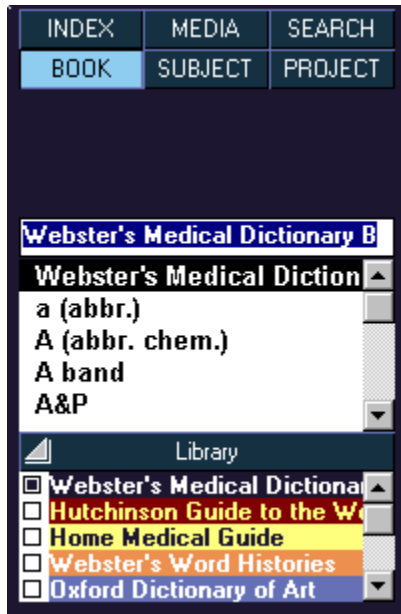
To view an entry:

- Click on the entry in the Browser. The entry opens in the [Content Window](#) with the word you searched for highlighted in purple.

When displaying an article with more than one occurrence of the word you searched for, click on the Next button directly over the Browser to highlight the next word in the article.

Note: To return to Concise Search, click on the Concise Search Bar.

Book View



Book View customizes the [Browser](#) to show the table of contents of one reference work, allowing you to look through the book the way its author intended. With Book View you have access to the entire work, including its prefaces, indexes and explanatory notes.

To activate Book View:

- Click on the Book Button, located above the Browser. The [Library](#) window opens automatically.

To choose a book:

- Single-click on a book in the Library window. The Browser list adjusts to display the table of contents of the book you've chosen.

Note: In Book View, only one book can be active at a time.

To view an entry:

- Click on the entry in the Browser. The entry opens in the [Content Window](#).

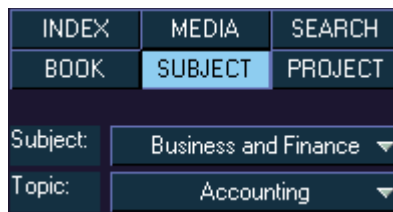
Subject View



Choose Subject view to quickly search through all of Multipedia's entries by subject, and display entries in the [Content Window](#).

To search for an entry by subject:

1. Click on the Subject Button. The Subject and Topic buttons appear in the [Browser Control Area](#):



2. Place the mouse cursor on the Subject button. A pull-down menu appears from which you can select a subject.
3. Move your mouse cursor to a subject. A sub-menu of topics appears to the right of the topic.
4. Click on a topic. The entries associated with the topic appear in the Browser and the topic appears in the Topic Bar.

Note: You can change the topic directly without reselecting the subject by using the Topic Bar. To do this, move your cursor to the Topic Bar and select a topic from the pull-down menu.

To view an entry:

- Click on the entry in the [Browser](#). The entry opens in the Content Window.

Project View



Project View gives you an easy, dynamic way to organize your Multipedia research into printable, integrated projects. Using Project View you can:

- Create a customized [Browser](#) of Multipedia entries
- Generate automated timelines of historical facts
- Print custom reports which incorporate both text and Multipedia media elements.

To activate Project View:

- Click on the Project Button. The following options appear in the [Browser Control Area](#).



See also:

[Creating, Opening and Saving Projects](#)

[Adding Entries to Projects](#)

[Adding Marked Entries to a Project](#)

[Creating a Timeline](#)

[Reports](#)

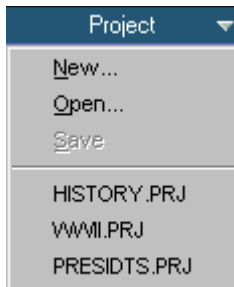
Creating, Opening and Saving Projects



The Project Button allows you to create a new project, open an existing project, and save your work.

To create a new project:

1. In [Project View](#), click on the Project Button in the [Browser Control Area](#). A pull-down menu appears.



2. Choose New. A standard file dialog box appears
3. Enter the title of the new project and click OK. The new project is created.

To open an existing project:

1. In Project View, click on the Project Button in the Browser Control Area. A pull-down menu appears with a list of projects on the current directory.
2. Choose your project from the menu OR,
Choose Open. A standard Open dialog box appears.
3. Browse to the required directory, select your project and click OK. The project is opened.

To save a project:

1. In Project View, click on the Project Button in the Browser Control Area. A pull-down menu appears.
2. Choose Save.

Adding Entries to Projects



In [Project View](#), the Entry button allows you to add an entry or a list of entries to the current project. See [Adding Marked Entries to a Project](#) for more information.

To add an entry to the current project:

1. In Project View, click on the Entry Button in the [Browser Control Area](#). A pull-down menu appears.



2. Choose the Add Current option. The entry currently displayed in the [Content Window](#) is added to your project.

To delete an entry from the current project:

1. In Project View, select an entry in the [Browser](#) list.
2. Click on the Entry Button in the Browser Control Area, and choose Delete. The selected entry is deleted from the project.

To resort the entries in the Browser:

1. Click once on the entry and hold the mouse button down. The cursor changes into a double-arrow.
2. Drag the entry to the new location in the Browser and let go of the mouse button.

To view an entry:

- Double-click on the entry in the [Browser](#). The entry opens in the [Content Window](#).

Adding Marked Entries to a Project



Multipedia allows you to [mark](#) entries for quick retrieval. In [Project View](#), you can quickly add all marked entries to the current project.

To add the marked entries to the current project:

- In Project View, click on the Entry Button in the [Browser Control Area](#), and choose Add Marked. The marked entries are added to the current project.

See [Adding Entries to Projects](#) for information on how to delete, sort and view entries in Project View.

Creating a Timeline



In [Project View](#), you can generate a timeline based on all the entries included in a project. The timeline feature is like an electronic research assistant: it skims through an entire project and compiles an easy-to-read chronology of facts, based on the entries you've chosen.

To generate a timeline:

- In Project View, click on the Timeline Button in the [Browser Control Area](#). A timeline is compiled from the articles in the current project, and displayed in the [Content Window](#).

Timelines can be copied and printed. For information, see [Copying Text](#) and [Printing Text](#).

Reports



In [Project View](#), you can create and print customized reports. Reports include a user-definable cover page, the text and pictures from each entry included in a project, and a bibliography of associated entries.

To create a report:

1. In Project View, click on Report in the [Browser Control Area](#). The following dialog box appears:

A screenshot of a dialog box titled "Project Report Title". It contains three text input fields. The first field is labeled "Project Name" and contains the text "Presidents". The second field is labeled "User Name" and is empty. The third field is labeled "Date" and is empty. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

2. These three fields will be used as a header for your report. Type in the desired text or leave them blank if you don't want a header and press OK. A Print dialog box opens.
3. Choose Print to print the report.

The Browser

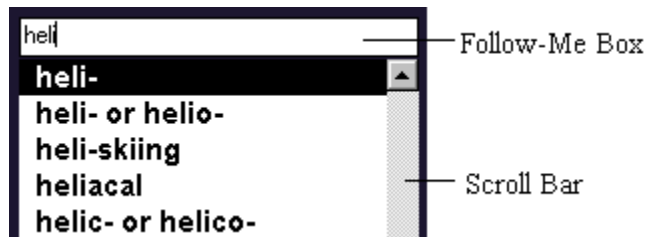


The Browser is an alphabetical list of Multipedia entries. Moving through the Browser is the electronic equivalent of browsing through a book. But unlike books, there's no fumbling with pages. The Browser takes you exactly where you want to go.

To view an entry listed in the Browser, see the individual instructions for each [View](#).

Searching for a Topic Using the Browser

The Browser is an alphabetical list which displays all the topics in Multipedia. One way to find your topic would be to manually scroll through this list. But it's much faster to search the Browser using the Follow-Me field.



To use the Scroll Bar:

- Click on the Up and Down Arrow buttons to scroll up or down one line at a time.
- Click on the Scroll Bar itself to scroll up or down one page at a time.
- Drag the Scroll Bar Marker on the Scroll Bar to jump directly to a desired location.

To search for a topic using the Follow-Me field:

- Type a letter or a combination of letters. The list displayed in the Browser automatically adjusts to show the topics which most closely match what you've typed.

See also [Resizing the Browser](#) and [Hiding/Displaying the Browser](#).

Hiding/Displaying the Browser



You can hide the [Browser](#) to display an entry across the entire width of the Multipedia screen.



Expand Button

To hide the Browser:

- Click on the Expand Button on the left side of the Book Spine Bar. The Browser is hidden and the [Content Window](#) is resized to the entire width of the screen. Click on the Expand Button again to display the Browser again.

Resizing the Browser



You can resize the [Browser](#) by clicking and dragging on the dividing line which separates the Browser from the [Content Window](#). This is particularly helpful if you want to enlarge the Content Window to display more text on the screen at one time.

Note: If you make the Content Window smaller than its minimum size, media elements will not appear. To redisplay media elements, resize the Content Window to larger than half the width of the screen.

Browser Control Area

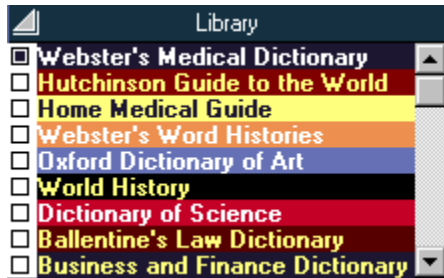


Just above the [Browser](#) is the Browser Control Area. Its functions vary depending on which of the six Multipedia [Views](#) you've chosen.

For more information about the Browser Control Area, choose one of the Views listed below:

- [Index](#)
- [Media](#)
- [Search](#)
- [Book](#)
- [Subject](#)
- [Project](#)

The Library



The Library allows you to customize the books through which Multipedia searches for entries.

Note: If you own other [SmartLink](#) products, the programs appear in the list of available books in the Library and its entries are listed together with Multipedia articles in the [Browser](#).

When you open Multipedia, every entry from every book is available through the alphabetical [Browser](#) list. But you can filter the available books by de-activating specific books in the Library. This makes the list of entries in the Browser smaller and more specific.

Customized Libraries can be created for all but one of the six Multipedia views ([Index](#), [Search](#), [Media](#), [Book](#) and [Project](#)). Multipedia remembers these customized Libraries so that whenever you change views, you'll always work with only the books you've specified for that particular view.

The Library can be displayed as a list or minimized to a single bar at the bottom of the screen.

To open the library:

- Click on the Library Expand Button which appears below the browser. A list appears from which you can choose the books you want activated.

To activate/de-activate a book:

- By default, all Multipedia books are active. Click on a book to deactivate it. Click once more to make it active again.

To activate all books:

- Click on the All Books button.

To customize the Library for a specific view:

- Choose a view by clicking on one of the View Buttons in the [Browser Control Area](#). Then activate or de-activate books in the Library as described above.

To resize the Library:

- Drag the Library Title Bar up or down to display or hide some of the books. If some of the books aren't displayed in the Library, a scroll bar appears which you can use to see the rest of the books.

To minimize the Library so that only a single bar is visible:

- Click on the Library Expand Button. To return the Library to its previous size, click on the button again.

Viewing a List of Active Books

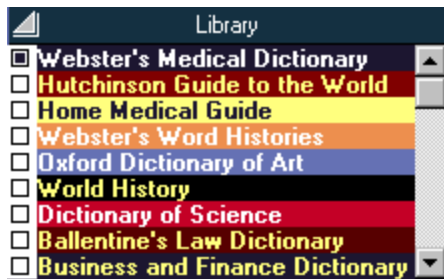


Multipedia allows you to specify a list of active books. Active books are those books through which Multipedia searches for entries to display in the [Browser](#).

Note: If you own other [SmartLink](#) products, the programs appear in the list of available books in the Library and its entries are listed together with Multipedia articles in the [Browser](#).

To view a list of the books which are currently active:

- Open the [Library](#) by clicking on the Library Expand Button, just below the Browser. The active books are checked in the menu.



For information on how to filter the active books in the Library, see [Library](#).

Content Window



The Content Window is where Multipedia entries are displayed. Media associated with the entry is also displayed here in the [Media Window](#).

Hyperlinks

Words appearing in blue in the Content Window are [Hyperlinks](#). Click once on a Hyperlink to go directly to another Multipedia entry related to your subject.

To use the Scroll Bar:

- Click on the Up and Down Arrow buttons to scroll up or down one line at a time.
- Click on the Scroll Bar itself to scroll up or down one page at a time.
- Drag the Scroll Bar Marker on the Scroll Bar to jump directly to a desired location.

See also:

[Resizing the Content Window](#).

[Hiding/Displaying the Media Window](#)

[Copying Text](#)

[Printing Text](#)

Resizing the Content Window



To resize the Content Window:



Expand Button

- Click on the triangular Expand Button on the left side of the Book Spine Bar. The Content Window is resized to the entire width of the screen. Click on the Expand Button again to return the Content Window to its original size.

or:

- Click and drag the dividing line between the Content Window and the [Browser](#). Dragging to the left makes the Content Window larger and the Browser smaller.

Note: If you make the Content Window smaller than its minimum size, media elements will not appear. To redisplay media elements, resize the Content Window to larger than half the width of the screen.

Viewing the Previous Entry



The Previous Button allows you to page backward to the last entry in the current book. The Previous Button is right above the Title Bar of the [Content Window](#).

To display the previous entry in the current book:

- Click the Previous Button.

Viewing the Next Entry



The Next Button allows you to page forward to the next entry in the current book. The Next Button is right above the Title Bar of the [Content Window](#).

To display the next entry in the current book:

- Click the Next Button.

Copying Text



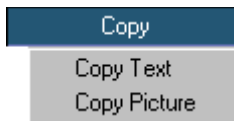
You can copy text from Multipedia entries to the Clipboard using the Copy Button. You can then paste the copied text into other applications.

To copy text:

1. Choose the text you wish to copy by highlighting it with the cursor. If no text is highlighted, the entire entry is copied.
2. Click on the Copy Button.

If you have highlighted text to copy, the text is copied to the clipboard.

3. If you are copying the entire entry, and the entry includes a photograph, the following dialog box appears:



Choose Copy Text to copy the text of the entry.

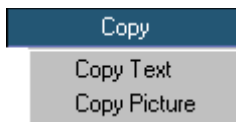
Copying Pictures



You can copy pictures that appear in the [Media Window](#) using the Copy Button. You can then paste the picture into other applications.

To copy a picture:

1. With the picture you wish to copy displayed on screen, click the Copy Button. The following dialog box appears.



2. Choose Copy Picture on the dialog box to copy the picture.

Printing Text



With Multimedia, you can print selected text, or entire entries.

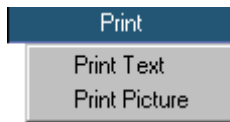
To print selected text:

1. Highlight the text to be printed by clicking and dragging the mouse.
2. Click the Print Button, found just above the Title Bar of the [Content Window](#). A standard Print dialog box appears.
3. Click OK.

To print entire entries:

1. With the entry to be printed displayed in the Content Window, click the Print Button.

If the entry to be printed includes a photograph, the following pull-down menu appears:



2. Choose Print Text. A standard Print dialog box appears.
3. Click OK.

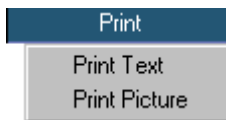
Printing Pictures



Photographs that appear in Multipedia can be printed.

To print a photograph:

1. Make sure a photograph is displayed in the [Content Window](#). (Although an entry may contain more than one photograph, only the currently displayed photograph can be printed.)
2. Click on the Print Button, found just above the Title Bar of the Content Window. A pull-down menu appears:



3. Choose Print Picture. A standard Print dialog box appears.
4. Click OK.

Viewing an Outline of Long Entries



The Outline feature allows you to reduce long entries to outline format for easy skimming.

To view the currently displayed entry in outline form:

- Click the box to the left of the Outline Button, just above the Title Bar of the [Content Window](#). The current entry is reduced to outline format. To return to the full entry, click in the box again.

Note: When an entry is displayed in outline format, an "X" remains visible in the Outline Button box.

Marking Entries



The Marked Button allows you to create "bookmarks" which help you return quickly to specific Multipedia entries.

To create a bookmark:

- Double-click on the Marked Button. To unmark the entry, double-click again.

To view the marked entries and display one of them:

1. Click once on the Marked Button. A pull-down list of marked entries appears.
2. Click the entry you wish to see. The marked entry is displayed in the [Content Window](#).

Note: Marked entries can be added to a project. See [Adding Marked Entries to a Project](#).

Links Button



The Links Button allows you to see a list of all the [hyperlinks](#) included in a particular entry. Hyperlinks are blue highlighted text which can be used to jump instantly from the current entry to related entries.

To see a list of all the hyperlinks in the current entry:

- Click on the Links Button. A pull-down menu appears listing all the hyperlinks included in the current entry. You can go directly to the hyperlinked entry by choosing one from the pull-down menu.

Book Button



The Book Button makes it easy to move between books and see all the books which include an entry on your topic.

To display the list of books which include an entry on your topic:

- Click on the Book Button just above the [Content Window](#). A pull-down menu appears listing all the books that include an entry on the currently displayed topic.

To change books using the Book Button:

- Click on one of the books in the Book Button menu that is displayed in bold. The entry from the book you've chosen is displayed in the Content Window.

Note: The Book Button menu allows you to display *all* the entries on a particular topic, even if the entries appear in books which have been deactivated in the [Library](#).

See also [Changing Books Using the Book Spine Bar](#).

Changing Books Using the Book Spine Bar



Topics in Multipedia often appear in more than one book. You can switch back and forth between books using either the Book Spine Bar or the Book Button. The Book Spine Bar is the bar over the Content Window that displays the name of the current book. See also [Book Button](#).

To switch to the next book:

- Click on the Book Spine Bar. If the current entry has an entry in a different book, the Book Spine Bar changes accordingly and the text is displayed in the [Content Window](#).

Note: The Book Spine Bar allows you to display *all* the entries on a particular topic, even if the entries appear in books which have been deactivated in the [Library](#).

Recent Button



The Recent Button displays a list of the entries you accessed most recently.

To see a list of recently accessed entries:

- Click the Recent Button, found just above the Title Bar of the [Content Window](#). A list is displayed showing the entries in reverse order, starting with the most recent.

To switch to one of the entries in the list, click on it.

To go to the last entry you viewed:


- Double-click the Recent Button.

Media Window



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Fred Astaire and Paulette Goddard
cluded *Roberta* (1935), *Top Hat* (1935), *Shall We*

A video player window is displayed. The video shows a black and white scene of Fred Astaire and Paulette Goddard dancing in a room. The player has a play button, a magnifying glass icon, and a list icon. The video is titled 'Fred Astaire and Paulette Goddard' and is part of a list of movies including 'Roberta' (1935), 'Top Hat' (1935), and 'Shall We'.

The Media Window is where you view photos, videos, maps and other media elements. When an entry includes one or more media elements, the Media Window appears in the upper right-hand corner of the [Content Window](#).

While more than one media element may be available for an entry, only the default media element is automatically displayed. You can view additional media elements by using the [Media Icons](#).

See also:

[Displaying Media Elements Using Media Icons](#)

[Media Element Control Panels](#)

[Hiding/Displaying the Media Window](#)

[Magnifying and Reducing Media Elements](#)

Media Icons



Media Icons appear in the Title Bar just above the [Content Window](#). They indicate which media elements are available for the current entry, and can be used to display the media elements on the screen.

All of the following icons also appear in the [Browser Control Area](#) when in [Media View](#).

The Media Icons that appear in Multipedia are:



Videos: Video clips of important people, places or events.



Animations: Original animations accompanied by short narrations.



Photographs: Archival photos.



Sound Clips: Sample sounds and songs such as animal noises, instruments and speeches.



Media Albums: Collections of photographs accompanied by informative narrations.



Maps: A collection of Maps of the world



Morphing Body: Interactive animated feature that helps you learn about your body.

See also [Displaying Media Elements Using Media Icons](#)



Displaying Media Elements Using Media Icons



Multipedia's [Media Icons](#) show you at a glance which media elements are available for the current entry. The Media Icons are found just above the [Content Window](#). You can use the Media Icons to choose which media element to display in the [Media Window](#).

Note: For another method of displaying Media Elements, see [Gallery Instaview](#).

To display a media element:

1. Click on a Media Icon. A pull-down list appears, including all the media elements available for that media type on the current entry.



2. Click on one of the media elements on the list.

or:

- Double-click on the Media Icon to display the first media element in the pull-down list.

See also:

[Media Element Control Panels](#)

[Hiding/Displaying the Media Window](#)

[Magnifying and Reducing Media Elements](#)

Hiding/Displaying the Media Window



To hide the Media Window:

1. Click on the active [Media Icon](#) above the Content Window. For example, if the current media element is a video clip, the video icon is the active icon. A pull-down menu appears.



2. Click "Off".

To display the Media Window:

1. Click on a Media Icon to display the pull-down menu of available media elements for the current entry.
2. Click on an element title. The Media Window appears, displaying the media element you chose.

Note: The media window will not be visible if the browser is sized larger than half the width of the screen. If media elements are not appearing, resize the browser to allow the content window more room.

Magnifying and Reducing Media Elements



Photographs, Videos, Animations, Morphing Body, Media Albums and Maps in Multipedia can be enlarged to the full size of the screen.

To enlarge a video, animation, media album or the morph body:

- Click on the magnifying glass in the control bar of the [Media Window](#).

To reduce the media element to its previous size:

- Click on the magnifying glass again.

To enlarge a photo or map:

- Move the mouse cursor to the Media Window so that the cursor becomes a magnifying glass and click once.

To reduce the photo or map to its previous size:

- Click on the Media Window again.

See also:

[Displaying Media Elements Using Media Icons](#)

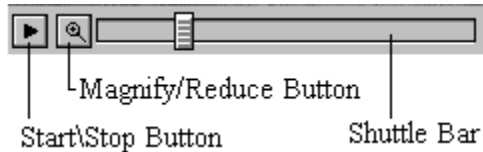
[Media Element Control Panels](#)

[Hiding/Displaying the Media Window](#)

Media Element Control Panels



When viewing some media elements, the [Media Window](#) will have the following control panel:



Start/Stop Button: Use this to start/stop playing the media.

Magnify/Reduce Button: Click on this to magnify/reduce the Media Window.

Shuttle Bar: Drag the marker on this bar to go directly to a specific position in the media.

See also:

[Displaying Media Elements Using Media Icons](#)

[Hiding/Displaying the Media Window](#)

[Magnifying and Reducing Media Elements](#)

Hyperlinks



As you read through the text of Multipedia entries, you'll see that some words appear in blue. Blue highlighted words are hyperlinks.

Hyperlinks allow you to jump instantly from the current entry to related entries.

To jump to another entry using hyperlinks:

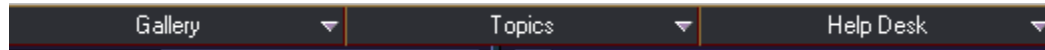
- Single-click on a blue hyperlinked word. The linked entry automatically appears.

To return to the previous entry:

- Double-click on the [Recent Button](#).

To view a list of hyperlinks in the current entry, see [Links Button](#).

Instaview



At the top of the Multipedia window is the Instaview Bar. Instaview is a quick and easy way to access topics and media elements in Multipedia.

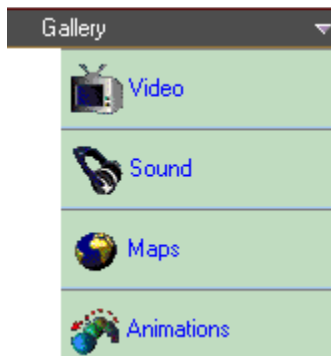
For more information, see [Gallery Instaview](#) and [Topic Instaview](#).

For information on the Help Desk menu, see [Preferences](#) and [Tour Guide](#).

Gallery Instaview



The Gallery Instaview is a quick way to find and display all the media elements in Multipedia. Simply click on one of the media types in the list to see all the photographs, sound clips, videos and animations available.



To search for media elements with Gallery Instaview:

1. Move the mouse cursor to the Gallery Instaview Bar at the top of the screen. A list of media types is displayed.
2. Click on a media type. The Gallery Instaview menu closes and a listing of all entries containing the selected media type is displayed in the [Browser](#).

Topic Instaview



With Topic Instaview you can search for many of Multipedia's entries by subject and display them in the [Content Window](#).



To search for an entry using Topic Instaview:

1. Move the mouse cursor to the Topic Instaview Bar at the top of the screen. A list of topics is displayed.
2. Move the cursor to a topic to see the subtopics.
3. Click on a subtopic. A list of entries included in the chosen subtopic appears in the [Browser](#).
4. Click on an entry. The entry appears in the Content Window.

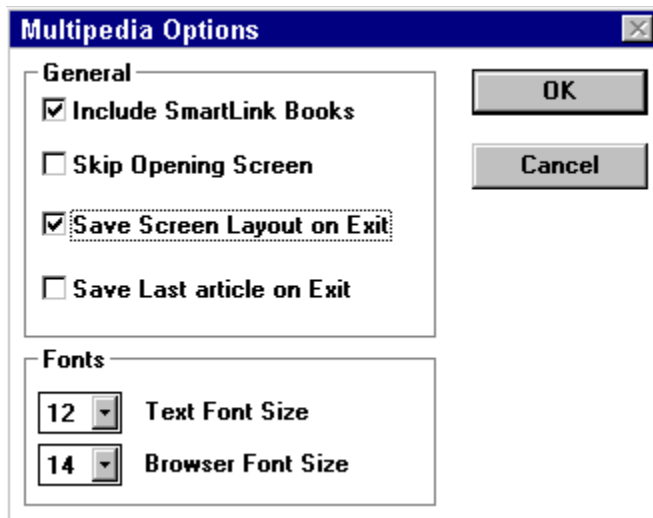
Preferences



The Options Dialog Box allows you to change settings for various Multipedia functions.

To open the Options dialog box:

1. Move the mouse cursor to the Help Desk button in the top right corner of the screen. A pull-down menu appears.
2. Choose Preferences. The following dialog box opens (Click on any field for an explanation):



Include SmartLink Books

Check this option to enable the [SmartLink](#) feature.

Skip Opening Screen

Check this option to automatically skip the opening screen every time you start Multipedia.

Save Screen Layout on Exit

This option sets whether the screen layout is saved when exiting Multipedia. The next time you load Multipedia, settings such as the window and Browser size will appear as you left them.

Save Last Article on Exit

This option sets whether the article you are viewing is saved when exiting Multipedia. The next time you load Multipedia, this article will load as the default.

Fonts

These two options set the font size for the text in the Browser and the Content Window. This allows you to view more text at one time or to read the text more easily.

OK Button

Click on this to accept and save the current options.

Cancel Button

Click on this to cancel any changes you made to the options and exit the dialog box.

Tour Guide



The Tour Guide is an animated overview of Multipedia and its functions. It's an excellent introduction if you've never used Multipedia before.

To view the Tour guide:

- In the Program Manager, double-click on the Tour icon from the Multipedia group (In Windows 95 start it from the Start Menu).

or

- Move the cursor onto the Help Desk button in top right of the screen and select Tour Guide from the pull-down menu that appears.

To interrupt the Tour Guide and return to Multipedia:

- Click on the Exit Button on the bottom right of the screen.

Resizing the Multipedia Window



You can make the Multipedia window any size you want. This lets you run Multipedia on your entire screen, or minimize it to a small window on your desktop.

To resize the Multipedia window:

1. Move your cursor to the edge of the Multipedia window. The cursor changes to a symbol with two arrows.
2. Click and drag to resize the window.

or:

- Choose Restore/Maximize from the Control Menu in the Title Bar.

SmartLink Books



Multipedia features an integrated link to any SmartLink Products such as Artrageous and Explorers. This means that if you possess any of these products and have installed them on your hard disk, Multipedia will detect this and allow you to access the products' database directly through the Multipedia screen. This is made easy by including the program's database as one of Multipedia's own books.

To enable this feature:

- Mark the SmartLink checkbox in the [Preferences](#) dialog box.

All SmartLink books appear in the [Library](#) when enabled and can be used as any other book in Multipedia. All articles from these books are also included in the [Browser](#) and can be used in any of the [Views](#).

Word Processor Link



When Multipedia is installed on your computer, it automatically checks whether you have Microsoft Word installed on your hard disk. If Multipedia finds it, it adds a command to your default menus and toolbars in Word. This command allows you to quickly look up in Multipedia any word you typed in your document.

To link a word in a Word document to Multipedia:

- Highlight the word you would like to look up and select Multipedia from the View menu.

OR,

- Highlight the word and click on the Multipedia button on the Multipedia Toolbar. (You can drag this button to another toolbar if you want to save space.)

The Multipedia window opens with the associated article selected and displayed in the [Content Window](#). If Multipedia couldn't find your word in the list of entries, the closest entry is selected instead (as if you had typed it in the Follow-Me Box).

Exiting Multipedia



To exit Multipedia:

- Double-click on the button in the top left-hand corner of the Multipedia window.

Note: In Windows 95 you can also exit the program by clicking on the 'X' button in the top right-hand corner of the screen.

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